

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-234

PAGE
NO. 1.

1. Requesting Agency

CECIL COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CONDITIONAL CONTRACTS OF SALE

Dates: 1942 - -

Quantity: 58 document files

Disposable Amount: 24 cubic feet

This file is composed of conditional contracts of sale, giving the date of the contract, the names of the vendor and vendee with their signatures, the amount involved and terms of payment, a description of the property, the conditions of the contract, and a notation of the liber and folio of the Conditional Contracts of Sale Docket in which the contract is recorded. Article 21, Section 67 of the Annotated Code of Maryland, 1957 Edition as amended, states that the contracts recorded and thereafter retained in the offices of the Clerks of Court for a period of five years from the date of recording may be destroyed. The recommendation below applies only to the contracts deposited for recording. The Dockets are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

x *W. Andrew Heltz*
Signature*Clerk of Court*
Title*Feb 11 1962*
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.*3/6/1962*
Date*Morris S. Rudolph*
Archivist*10 1 62*
Date*Ludwig H. H. H. H.*
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. C-234PAGE
NO. 2.

4. Item No.	5. Description of Records Describe records accurately Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>TRIAL MAGISTRATES PAPERS</u></p> <p>Dates: 1906 - - Quantity: 6 document files Disposable Amount: 2 cubic feet</p> <p>The Trial Magistrates Papers are composed of writs, warrants, and miscellaneous papers prepared or issued in the disposition of cases. Some papers are filed in jackets which give the names of the arresting officer and of the Trial Magistrate, the type of trial and the district, the name of the defendant, the date of filing, the date of summons or commitment, the amount of the bond or collateral posted, continuations, the case number, the offense, plea and verdict, and the amounts of the fine and court costs. The recommendation below pertains only to the papers deposited with the Clerk; the Trial Magistrates Dockets are to be retained permanently (Annotated Code of Maryland, 1957 Edition as amended, Article 52, Section 31).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <div data-bbox="954 1412 1536 1793"><p>APPROVED BY BOARD OF PUBLIC WORKS</p><p>MAR 16 1962</p><p><i>Andrew Stewart, Jr.</i> SECRETARY</p></div>